

## Basic layout

In the Pivot Table Layout dialog (Figure 247) are four areas that show the layout of the resulting pivot table:

- *Filters*
- *Column Fields*
- *Row Fields*
- *Data Fields*

Beside these four areas is another area labeled *Available Fields* that contains the names of the fields in the source data list. To choose a layout, drag and drop the fields from the *Available Fields* area to the other four areas.

The *Data Fields* area must contain at least one field. Advanced users can use more than one field here. For the fields in the *Data Fields* area, an aggregate function is used. For example, if you move the **Sales Value** field into the *Data Fields* area, it initially appears there as **Sum – Sales Value**.

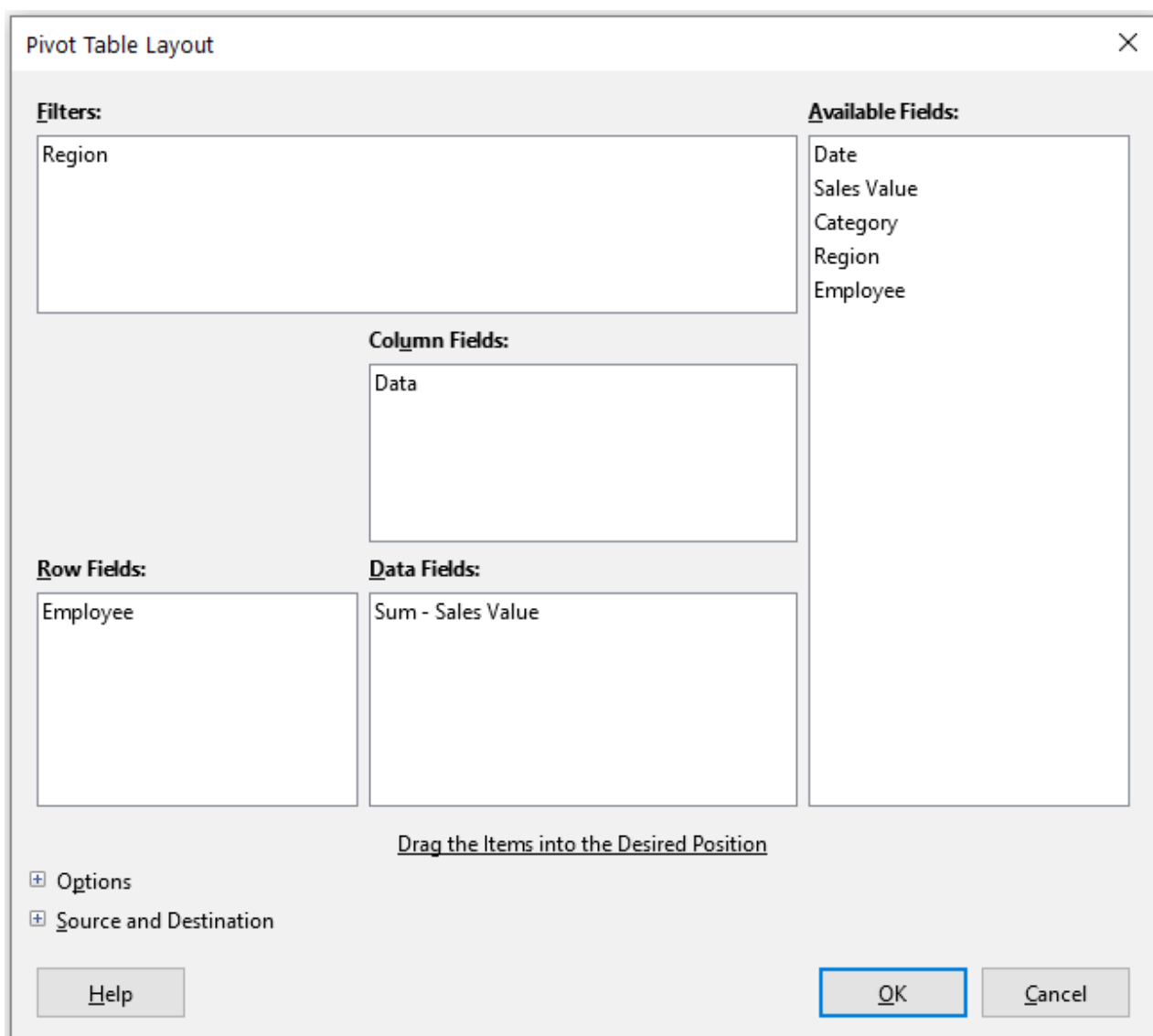


Figure 247: Pivot Table Layout dialog